



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

LEGAL SECRETARY

**DEPARTMENT OF INDUSTRIAL RELATIONS
OFFICE OF THE DIRECTOR, LEGAL UNIT
SAN FRANCISCO**

Position: Legal Secretary

Salary: \$3038- \$3878

Location: 455 Golden Gate Avenue, San Francisco, CA 94102

Duties: Under the general supervision of the Legal Support Supervisor I, the Legal Secretary will independently and effectively work for two to four attorneys and will perform the following duties in all *fora* including administrative, state and federal trial courts, state and federal Courts of Appeal, California Supreme Court, and the United States Supreme Court: Use Microsoft word to transcribe from dictated material or handwritten work, a wide variety of legal correspondence, petitions, briefs, answers, writs, subpoenas, motions, depositions, orders, promissory notes, compromise and release agreements, trust deeds, bill analyses, and memoranda; independently prepare and have served subpoenas on witnesses or for depositions, having familiarity with rules of court and local procedures; prepare pleadings filed in administrative proceedings (such as SPB and WCAB); prepare documents for Superior and Federal trial courts, Superior Court and the Court of Appeals for all matters ranging from original writs challenging the Director's decisions to complaints of employment discrimination and resulting appeals; update attorneys' workers compensation case files in EAMS/paper files and civil litigation indexing; maintain and print attorney calendars; keep records and prepare monthly statistical attorney work assignment reports; make attorneys' travel arrangements; request/box and send necessary case files from the Claims Unit to the appropriate site for assigned attorney(s); draft routine correspondence and handle attorneys' incoming mail; independently set up depositions, administrative hearings, and telephone conferences; answer and screen telephone calls, take messages or refer to appropriate attorney; answer questions from WCAB judges, attorneys, applicants, Claims Unit examiners, etc.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending a State application (Form STD 678) to:

Department of Industrial Relations
Personnel/Admin
P.O. Box 420603
San Francisco, CA 94142-0603

Attention: Vickie Goodwin (415) 703-4385 - CALNET 593-4385

Applications accepted until **December 4, 2008**, or until position filled.

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.